

Case Process Review Questions - 2004

General CPS

A. Investigation Time Frames

1. Did the investigating worker see the child within the priority time frame?
2. If the child remained at home, did the worker initiate services within 30 days of the referral?
3. Was the investigation completed within 30 days of CPS receiving the report from intake or within the extension time frame granted if the Regional Director granted an extension?

B. Content of Investigation

1. Did the worker conduct the interview with the child outside the presence of the alleged perpetrator?
2. Did the worker interview the child's natural parents or other guardian when their whereabouts are known?
3. Did the worker interview third parties who have had direct contact with the child, where possible and appropriate?
4. Did the CPS worker make an unscheduled home visit?

C. Health Assessments as Part of the Investigation

1. If this is a Priority 1 case involving trauma caused from severe maltreatment, severe physical injury, recent sexual abuse, fetal addiction, or any exposure to a hazardous environment was a medical examination of the child obtained no later than 24 hours after the report was received?
2. If this case involved an allegation of medical neglect, did the worker obtain an assessment from a health care provider prior to case closure?

D. Investigation Findings

1. Were the case findings of the report based on facts/information obtained/available during the investigation?

E. Shelter Care

1. Was the child placed in a shelter care placement?
2. Did the worker visit the child in the shelter placement within 48 hours of removal from the child's home to determine the child's adjustment to the placement, needs, and well-being?
3. After the first 48 hours, did the worker visit the child in the shelter placement at least weekly, until the CPS case closure or until transferred to a foster care caseworker, to determine the child's adjustment and need for services?
4. Within 24 hours of the child's placement in shelter care, did the worker make reasonable efforts to gather information essential to the child's

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safety and wellbeing and was this information given to the shelter care provider?

5. During the CPS investigation, were reasonable efforts made to locate possible kinship placements?

CPS – Unable to Locate

1. Did the worker visit the home at times other than normal work hours?
2. If any child in the family was school age, did the worker check with local schools or the local school district for contact information about the family?
3. Did the worker check with law enforcement agencies to obtain contact information about the family?
4. Did the worker check public assistance records for contact information regarding the family?
5. Did the worker check with the referent for new information regarding the location of the family?

CPS – Unaccepted

1. Was the nature of the referral documented?
2. Did the intake worker staff the referral with the supervisor or other intake/CPS worker to determine non-acceptance of the report?
3. Does the documentation adequately support the decision not to accept the referral?

General Foster Care

I. Placement

A. Placement Decisions and Support to New Placement Providers

1. Did the child experience an initial placement or placement change during this review period?
2. Following the Shelter hearing, were reasonable efforts made to locate kinship placements?
3. Were the child's special needs or circumstances taken into consideration in the placement decision?
4. Was proximity to the child's home/parents taken into consideration in the placement decision?

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5. Before the new placement was made, was basic available information essential to the child's safety and welfare and the safety and welfare of other children in the home given to the out-of-home care provider?

B. General Placement Support

1. Did the worker contact the out-of-home caregiver at least once during each month of this review period?
2. Did the worker visit the child in his/her out-of-home placement at least once during each month of the review period?
3. Did the worker visit the child at least once during each month of this review period?
4. Did the caseworker visit privately with the child?

II. Health and Mental Health Services

1. Was an initial or annual comprehensive health assessment conducted on time?
2. If a need for further evaluation or treatment was indicated in the most current initial or annual health assessment, was that evaluation or treatment as recommended by the primary care providers?
3. Was an initial or annual mental health assessment conducted on time?
4. If a need for mental health services was indicated in the most current initial or annual mental health assessment, were those services initiated within 30 days of receipt of the evaluator's consultation form, unless within 30 days of receipt of the evaluation recommendation the family team concluded that specified services were inappropriate for the child at that time?
5. Was an initial or annual dental assessment conducted on time?
6. If a need for further dental care treatment was indicated in the initial or annual dental exam was that treatment initiated as recommended by the primary care providers?

III. Educational Services

1. Is the child school aged?
2. If there was reason to suspect the child may have an educational disability, was the child referred for assessments for specialized services?

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IV. Child and Family Planning

A. Child and Family Plan

1. Is there a current case plan in the file?
2. If the child and family plan which was current at the end of the review period was the child's initial child and family plan, was it completed no later than 45 days after a child's removal from home?
3. Were the following team members involved in creating the current Child and Family Plan?
4. Did the worker initiate services for the family/child as identified in the Child and Family Plans that are current during the review period?
5. Was the child provided the opportunity to visit with his/her parent(s) weekly?
6. Was the child provided the opportunity for visitation with his/her siblings weekly?

Home-Based Services – Voluntary (PSC), Court Ordered (PSS), and Family Preservation (PFP)

1. Is there a current case plan in the file?
2. Was an initial Child and Family Plan completed for the family within 45 days of the case start date?
3. Were the following team members involved in creating the current Child and Family Plan?
 - a. The natural parent(s)/guardian?
 - b. The stepparent (if appropriate)?
 - c. The target child(ren) (age 5 and older)?
4. Did the worker initiate services for the family/child as identified in the Child and Family Plan(s)?
5. Did the worker make at least one home visit each month of this review period?